

JOB DESCRIPTION

Classification: Municipal Court Clerk

Range: Salary A-10 to A-20

Reports to: Municipal Judge

Job Summary:

Organize and manage the office of the Municipal Court. Responsible for daily office procedures; daily bookkeeping, deposits and processing court forms. Court nights. **CONFIDENTIALITY OF RECORDS A MUST.**

Position Qualifications:

Ability to organize work and promote efficiency on procedures and expenditures. Ability to work well with little or no supervision. Ability to answer telephone and greet public in a friendly and courteous manner. Appropriate appearance and attire to due respect of the Court.

Education – Minimum Requirements:

High school graduate or equivalent preferred.

Experience/Abilities/Skills:

Some knowledge or experience in the following areas is required:

- *Minimum supervising
- *Knowledge of office procedures
- *Typing, adding machine
- *Some computer experience

Job Description:

Must be able to manage and run the office; maintaining daily general office procedures, including bookkeeping, filing and maintenance of records, typing, business English and letter composition. Attention to detail and accuracy. Ability to print clearly, ability to answer phone in courteous manner.

Working Conditions:

Minimum requirements, (flexibility regarding work hours) Court nights.

Date Approved: _____

Mayor: _____

Attest: _____